



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

15-26

DEPARTMENT Public Health & Environment		DIVISION Executive Director's Office	SECTION Water Quality Control Commission	PERMANENT X NON-PERMANENT X
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS
1.	<u>Regulations / Policies</u> <i>Includes current and superseded Versions.</i>	Record copy: Permanent Duplicate: Retain until no longer needed, then destroy		NOTE: All Record copies of documents will be electronic (PDF) format. Duplicate copies of documents may be electronic or paper. [SARMM 1-24: Permanent]
2.	<u>Rulemaking Files</u> <i>May include requests for hearing, notice (including proposed revisions and Statement of Basis and Purpose language), evidence of filings, party status list, statements from parties (including exhibits), public comment, cost benefit analysis, regulatory analysis, motions, procedural orders, prehearing order, transcripts, handouts, powerpoint presentations, draft final action documents, Attorney General Opinions. Does NOT include recordings of rulemaking hearings (see #7 below).</i>	Record copy: Permanent Duplicate: Retain until no longer needed, then destroy		[SARMM 1-2: Permanent]
3.	<u>Hearing Files (not Rulemaking)</u> <i>May include notice, proposed revisions, updates, drafts, Division recommendations, public comment, powerpoint presentations, reports or other documents</i>	Record copy: 15 years Duplicate: Retain until no longer needed, then destroy		Review after 15 years. Records deemed to have historical value will be sent to State Archives. [No Manual Guidance]
4.	<u>Commission Meeting Records</u> <i>Includes agenda, summary of proceedings / motions and minutes</i>	Record copy: Permanent Duplicate: Retain until no longer needed, then destroy		SARMM 1-21: Permanent

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual. NOTE: No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit.

State Archivist's Signature

Date

07/14/2014

Records Liaison Officer's Signature

Date

7/8/14

Attorney General's Signature

Date

12/2/14

State Auditor's Signature

Date

7/29/14



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5.	<u>Other Packet Materials</u> <i>Includes Administrator's Items, briefing materials, reports, other information</i>	Record copy: 2 years		Review after 2 years; retain only if there is a continuing administrative need. [CMRRS 45.090: Routine materials may be destroyed after 2 years.]
6.	<u>PowerPoint Presentations</u> <i>Includes slide shows presented with briefings and reports</i>	Record copy: 2 years		Review after 2 years; retain only if there is a continuing administrative need. [CMRRS 45.090: Routine materials may be destroyed after 2 years.]
7.	<u>Recordings of Meetings/Hearings</u> <i>Includes electronic (mp3) recordings</i>	Record copy: 10 years		Review after 10 years; retain only if there is a continuing administrative need. [CMRRS 45.140B: 6 months]
8.	<u>Environmental Protection Agency Action Files</u> <i>Includes transmittal letters to EPA regarding revisions to water quality standards and letters from EPA approving or disapproving revisions</i>	Record copy: Permanent Duplicate: Retain until no longer needed, then destroy		[No Manual Guidance]
9.	<u>Commissioner Files</u> <i>Includes appointments, rosters, biographical sketches</i>	Record copy: 20 years Duplicate: Retain until no longer needed, then destroy		Review after 20 years. Records deemed to have historical value will be sent to State Archives. [CMRRS 45.020: 2 years after term ends]
10.	<u>Inter-Agency Memoranda of Agreement</u> <i>Includes SB89-181 Implementing Agencies' agreements with Water Quality Control Commission and Division</i>	Record copy: 10 years after life of agreement Duplicate: Retain until no longer needed, then destroy		[CMRRS 40.030: 6 years after fulfillment of terms of agreement]
11.	<u>Section 208 Water Quality Plans</u> <i>Includes approved plans and any approved updates</i>	Record copy: Permanent Duplicate: Retain until no longer needed, then destroy		



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11.	<u>Section 208 Water Quality Plans</u> <i>Includes approved plans and any approved updates</i>	Record copy: Permanent Duplicate: Retain until no longer needed, then destroy		[No Manual Guidance] Other State Agencies and Department Divisions are the official custodians of record copies. [CMRRS Appendix A]	
12.	<u>Annual Reports</u> <i>From individual watershed groups</i> <i>From the Water Quality Control Division and from SB89-181 Implementing Agencies</i>	Record copy: 15 years Duplicate: Retain until no longer needed, then destroy Duplicate: Retain until no longer needed, then destroy			
13.	<u>Notice Distribution Files</u> <i>Includes notice, memo announcing recently filed notices and list of memo recipients</i>	Record copy: 2 years Duplicate: Retain until no longer needed, then destroy			

